

Library Regulations

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I - LIBRARY

Art. 1º: The Social Science and Humanities Library (Biblioteca de Ciências Sociais e Humanidades, BIBCSH) is part of the Federal University of Rio Grande do Sul (UFRGS) Library System (SBUFRGS) and it is associated with the Institute of Philosophy and Human Sciences (IFCH) and the Institute of Languages and Literature (IL).

Art. 2º: This regulation defines user, rules and procedure for the use of collections, the premises, and the facilities, including equipment belonging to BIBCSH and services provided; it also complements the SBUFRGS Circulation of Collections Regulation, in accordance with Decree No. 8.452 dated 14th November 2014.

Art. 3º: During the academic year, the library is open Monday to Friday from 8 a.m to 8:30 p.m.

II - USERS

Art. 4º BIBCSH target users are primarily IL and IFCH students, lecturers, and technical-administrative staff, followed by members of other UFRGS departments and the community in general.

Sole paragraph. Although services are primarily available to the academic community, anyone, Brazilian or foreigner, is allowed to use the Library.

Art. 5º: To fully use the Library services, the users must be properly registered and active.

Sole paragraph. It is the user's responsibility to keep personal data up to date.

Art. 6º: Occurrences such as fines, losses or overdue items may block user's rights.

Sole paragraph. It is the user's responsibility to keep himself/herself informed about the date of return of items, possible fines or any other similar occurrence.

III - CIRCULATION AREA

Art. 7º Eating and drinking are not allowed in the library circulation area.

Art.8º No personal items, such as files, bags, and backpacks are allowed in the library circulation area.

Art. 9º Animals other than guide dogs are not allowed in the Library.

Art. 10 Noise levels must be kept down.

Art. 11 All electronic devices must be set on silent mode at all times.

Art. 12 Research material must be left on the tables, and never placed back on the bookshelves.

Art. 13 Users must return to the service desk if the anti-theft alarm rings in order to have the borrowed item released.

Art. 14 When experiencing problems with the computers or internet connection, users must contact a library assistant for help.

Art. 15 BIBSCH air conditioner is set at 24°C.

Sole paragraph. In case the room temperature is not satisfactory, the equipment will be switched off.

Art. 16 It is not allowed to take pictures or film in the library without the authorization of BIBCSH Administration.

IV - SERVICES

Art 17 BIBCSH offers the following services:

- I - library collection;
- II - study room;
- III - database access;
- IV - help with users' search for items on shelves;
- V - user's behavior guideline;
- VI - guidance on normalization of documents for IL or IFCH users;
- VII - guidance on registration and handing in of academic papers;
- VIII - bibliographic exchange;

- IX - cataloging in publication for IL and IFCH;
- X - online information about the library and its services;
- XI - online service via social media or chat;
- XII - reservation of borrowed items;
- XIII – borrowing;
- XIV - laptops available to be used within the library building.

V - DIGITAL LOCKERS

Art. 18 The digital lockers are exclusively for the use of library users.

Art 19 Users must lock their belongings such as files, bags and backpacks before entering the library.

Art 20 Users are responsible for entering the password and for the objects left in the lockers.

Sole paragraph. Before leaving, users must empty the digital locker and take their belongings with them.

Art. 21 The digital lockers will be opened every day after working hours, and the objects found inside will be sent to the lost property office at Campus do Vale City Hall.

VI - SEARCHING IN THE LIBRARY

Art. 22 The computers are solely **for the use of the UFRGS domain**, especially for the Library Automation System - SABI (<https://sabi.ufrgs.br/F?RN=911430279>).

Sole Paragraph. Some computers are for more comprehensive academic research, mainly for the use of database such as Capes journal platform (<http://www.periodicos.capes.gov.br/>) and e-books.

Art. 23 In order to ensure that equipment is properly used, BIBCSH staff is entitled to question users on the sort of activity run on computers.

Art 24 The computers may also be used for local search in electronic files (such as DVD, CDR and CD) only from the BIBCSH collection, excluding any restricted access items (see Art.35).

Sole Paragraph. Users must wear headphones when accessing audio files.

Art 25 The library does not offer printing services.

Sole Paragraph. Research carried out in the computers may be saved and sent through the university email.

Art. 26 Accessing emails (except UFRGS email) and social networks in the computers is prohibited.

Art. 27 Using text editing programs, spreadsheets, and slides in the library computers is prohibited.

Sole Paragraph. For this purpose, notebooks are lent under BIBCSH norms and policies for notebook use.

Art. 28 Changing the system configuration and apps patterns or using medias that are not part of the library collection is prohibited.

VII - STUDY ROOM

Art. 29 The study room is solely for academic purpose, and cannot be used for classes or meetings.

§ 1º The study room has three rooms for group study, which accommodate up to 6 people per room.

§ 2º There is no time limit and no need for previous booking to use the study room, but it should preferably be used by groups of 2 (two) or more people.

VIII - COLLECTION

Art 30 BIBCSH collection includes different types of documents and media and may have different borrowing terms.

§ 1º The collections available to access are:

- I - general collection;
- II - reference works (R);
- III - journals (P);
- IV - newspapers of record (PR);
- V - thesis and dissertations (T);
- VI - large books collection;
- VII - monographs (m);
- VIII - research reports (RP).

§ 2º Collections that users are not allowed to access freely are:

- I - Balthazar Barbosa Filho Philosophy Research Center collection;
- II - special collections;
- III - journals special collections;
- IV - brochure special collections;
- V - Rio Grande do Sul collection;

VI - Brazilian Association of Comparative Literature collection (ABRAL);

VII – brochures;

VIII - CD-ROMs (CDR);

IX - DVDs (DVD);

X - newspapers collection.

§ 3º Users must request at the service desk to consult any of the above collections.

IX - BORROWING

Art. 31 Items that compose the BIBCSH collection can be borrowed, except for those with restricted access (see Art. 35).

Art. 32 Loan periods:

I - three hours (local research);

II - one day;

III - three days;

IV - one week;

V - two weeks;

VI - extended (projects).

Art 33 Libraries from other institutions, which are not part of SBUFRGS, may use the interlibrary loan service under the following conditions:

I - present, before the loan, the interlibrary loan agreement for user registration;

II - present, at the time of the loan, a document signed by the librarian requesting the loan;

III - comply with the terms of use, return borrowed items, and pay outstanding debts.

Art 34 Any user with active link with UFRGS can borrow items from the Library.

§ 1º Each user may borrow up to 25 (twenty five) items, regardless of their category.

§ 2º This limit applies to BIBCSH items only.

Art. 35 “Restricted access” items are available for local search only.

Sole paragraph. In case of digital media, restricted items can only be accessed through the library’s notebooks.

Art 36 To borrow items, users must present their UFRGS card and enter their personal password (numerical digits).

Sole Paragraph. From the beginning of the semester, students have up to 1 (one) month to provide a UFRGS card. During this period, users that are registered in the system may borrow items by presenting a valid document (ID, passport, driving license, or refugee travel document).

Art 37 Each user is responsible for the use of his/her card and password.

Art 38 Users without active link with UFRGS who have overdue, lost/damaged items or a debt over R\$ 5,00 (five reais) will lose the rights to borrow new items.

X - RENEWING

Art. 39 It is the user’s responsibility to renew items. The user must request a renewal through SABi (<https://sabi.ufrgs.br/F?RN=629591546>) for the same period from the date of renewal.

Art.40 Users without active link with UFRGS who have overdue, lost/damaged items or a debt over R\$ 5,00 (five reais) will lose the rights to renewal items.

Art 41 Renewals can be done by remote access either in any UFRGS computer or at the service desks of any UFRGS library.

Sole paragraph. When experiencing problems with internet connection or any other problem that denies access to SABi, users must contact the library in time to renew the item during working hours.

XI - RESERVATION

Art. 42 Any borrowed item from the BIBCSH collection can be reserved.

Sole paragraph. Reservations can be made at SABi (<https://sabi.ufrgs.br/F?RN=186887006>) or directly at the Library.

Art. 43 Reservations can only be made in the user's name and will be on a first come first serve basis.

Art. 44 An email titled "Reserva disponível" (reserved item is now available for borrowing) will be automatically sent to notify the user about the availability of a reserved item.

Art. 45 Reservations will be available for two working days.

Sole paragraph. After this period, the reservation will be canceled.

Art. 46. During the entire reservation period, items are exclusively available for the use of the person who reserved it.

Sole paragraph. Borrowing to third parties is prohibited.

Art. 47 Users without active link with UFRGS who have overdue, lost/damaged items or a debt over R\$ 5,00 (five reais) will lose the rights to reserve items.

XII - RETURNING

Art. 48 All borrowed items must be returned by the due date.

Sole paragraph. Users are liable to pay a fine for each overdue item. (per day or hour, depending on its status).

Art. 49 Borrowed items must be returned at BIBCSH service desk, or by mail, at the following address:

Biblioteca de Ciências Sociais e Humanidades – UFRGS Caixa Postal 15055 CEP 91501-970 - Porto Alegre – RS
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Sole paragraph. For items returned by mail, the return date will be that of the posting.

Art. 50 It is the library's responsibility to issue a printed proof of return slip and it is the user's right to request it.

§ 1º Should any divergence occur, the user will be requested to produce the printed slip as proof of the actual return.

§ 2º If for some reason it is not possible to issue a printed slip, an equally valid handwritten slip will be provided.

Art. 51 Fines for overdue items must be paid solely using a Guia de Recolhimento da União (GRU) paying-in slip at any bank, betting shop, or authorized establishment.

Sole paragraph. Fines with a debt over R\$ 20,00 (twenty reais) may be negotiated, in accordance with Art 26 of SBUFRGS Circulation of Collections Regulation System.

XIII – USE OF LIBRARY MATERIAL

Art. 52 All borrowed items are the user's responsibility, either when they are taken home or used in the premises.

Sole paragraph. Users who cause any damage to the library's items will be liable to replace it.

Art. 53 Users are responsible for the proper use of library's equipments (notebooks, computers) and furniture (tables and chairs).

XIV – FINES

Art. 54 Users who do not take proper care of BIBSCH assets are subject to:

- I - penalties under the Circulation of Collections Regulation;
- II - payment for damaged caused to the library assets;
- III - disciplinary actions under the Student Disciplinary Code (Código Disciplinar Discente - CEPE).

Art. 55 Failure to comply with formalities and loan periods will automatically result in penalties in accordance with SBUFRGS Art. 26.

Art. 56 Fines over R\$ 20,00 (twenty reais) for overdue items may be lifted by means of donation of bibliographic items. It is BIBCSH responsibility to receive, evaluate, and accept this material.

§ 1º For donations, BIBCSH has a list of preferred works which can be made available to the user both at the service desk or via email.

§ 2º Donated items submitted by the user will be evaluated by the librarian.

§ 3º The user will receive an email within 5 working days with an evaluation.

§ 4º Users must withdraw the books refused by the Library at the service desk within 15 days from the date that email was sent.

§ 5º Items that are not collected after 15 days will be considered as donation and submitted to BIBCSH evaluation; it will be discarded if not suitable.

Art. 57 Users must replace lost/damaged material, including imported items, regardless of the circumstances in which the loss or damage occurred.

§ 1º Items under the user's responsibility which were lost or stolen will be considered as strayed items.

§ 2º To replace books with sold out editions the Library will recommend a suitable replacement.

§ 3º Once the strayed item is replaced the new one becomes the Library's property.

§ 4º Even if the user finds the strayed item it cannot replace the new one.

§ 5º Items reported as lost but subsequently found by the user and returned to the Library will be considered as overdue items.

§ 6º Replacements do not exempt users from paying fines for overdue items that correspond to the period of time between the expected date of return and the communication of the loss.

XV – GENERAL PROVISIONS

Art. 58 Failure to comply with any of the above rules may result in disciplinary actions in accordance with the Student Disciplinary Code (Código Disciplinar Discente - CEPE).

Art. 59 BIBCSH reserves the right to request borrowed items from its collection at any time.

Art. 60 This regulation applies to all users who borrow items from BIBCSH collection or use its facilities.

Art. 61 Any case herein omitted shall be resolved by BIBCSH Administration.

Porto Alegre, April 20, 2016

Translated by Isadora Maciel under the supervision and revision of Professor Márcia Moura da Silva (UFRGS)

Text in Portuguese available at:

https://www.ufrgs.br/bibesh/wp-content/uploads/2014/04/Regulamento-de-atendimento-ao-usu%C3%A1rio-26_08_2016.pdf